



THE HOWARD
Academy Trust

Candidate Briefing Pack

Finance Apprentice





Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 7 schools, across Kent and Medway. We currently have 3 secondary schools and 4 primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust’s role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Working together to build a community of successful learners

Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

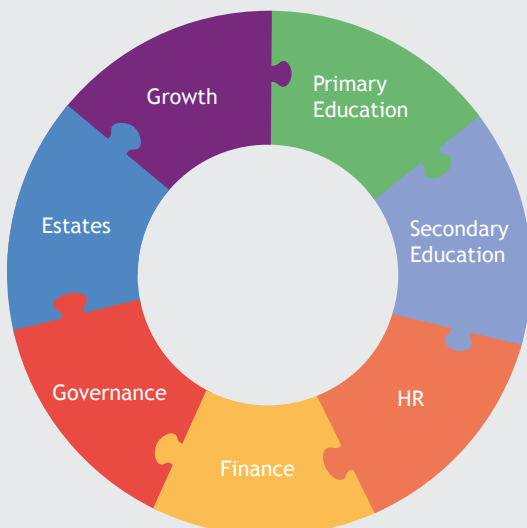
Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

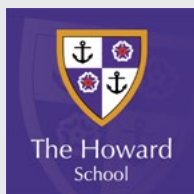
Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



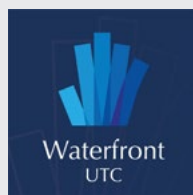
Deanwood Primary School
230 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
460 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Miers Court Primary School
400 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
270 Pupils on Roll
Rated Good by Ofsted
Located in Gillingham, Kent



The Abbey School
1,200 Pupils on Roll
Located in Faversham, Kent

Further information about our
academies can be found at
www.thatrust.org.uk



Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

Wellbeing

- All year round support staff receive 24 days annual leave (pro-rata'd for part time staff) as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



Hear from staff across the Trust



Job Description

Job Title:	Finance Apprentice
Location:	Trust Central Team
Department:	Finance
Contract Type:	Full OR Part time, Fixed Term (12-18 months)
Remuneration:	Apprentice Minimum Wage

Core Purpose and Scope

The post holder will undertake responsibilities of a Finance Apprentice as a member of the Central Finance Team to provide efficient and effective financial support required to meet the Trust's core financial responsibilities. They will be responsible for ensuring the day-to-day processes are managed in an accurate and timely manner.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key responsibilities:

To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.

- Provide high quality financial support as part of the Trust Central Finance Team under the direction of the Head of Finance
- Always maintain confidentiality in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- Input standard information into the Trust's financial system, PS Financials, in accordance with financial procedures.
- Process purchase orders for appropriate equipment and materials accurately with agreed authorisation and timescales and submit to supplier's/budget holders.
- Process goods received notes on the Trust's finance system against appropriate orders, checking for accuracy against quantity delivered and liaising with members of the school office team to confirm goods receipt or resolve any discrepancies.
- Open post, stamp, date and distribute accordingly whilst bringing to the attention of the Head of Finance any items of importance.
- Process invoices within the terms stated by the supplier, ensuring the invoices are checked against purchase order and goods received notes, ensuring appropriate authorisation and payment in accordance with the agreed procedures and timescales.
- Deal with queries from suppliers, customers, academies and other parties as is necessary in a professional and efficient manner.
- Prepare pay lists for authorisation to process payments by BACS (or cheque in extreme circumstances) following the correct authorisation process.
- Raise sales invoices as directed by the Head of Finance, including but not limited to all lettings invoices.
- Send remittance advice, sales receipts and other necessary communications to suppliers/customers in a timely manner.
- Maintain a detailed record of all non-invoiced income and expenditure, including grants and school trip money using PS Financials.
- Receipt monies brought into the finance department and process for weekly banking.
- Assist with weekly banking of all monies.
- Process petty cash payments and keep appropriate records.
- Process credit card purchases and payments.
- Process Monthly VAT returns.
- Provide financial administration for lettings and account for all monies received.
- Maintain filing of financial information including scanning of invoices and associated documents and attaching to transactions within PSF.
- Purchase ledger- ensure requisitions are processed timely and approved by the appropriate budget holder
- Process invoices in a timely manner, ensuring that goods/ services have been received. Ensuring that expenditure and income is coded correctly in line with the coding manual and allocating to the correct VAT code

- Complete the reconciliation of the Trust central bank account on a weekly basis
- Complete reconciliations as part of the monthly reconciliation process including: debtors, creditors, bank account and VAT
- Prepayments- ensure that all invoices that cover more than one year are included on the prepayment schedule for review by the Head of Finance
- Complete journals to correct coding errors where necessary
- Post and upload journals for the monthly payroll expense
- Ensure budget holders within our Academies are provided with monthly curriculum budget update reports, ensuring that corrections to coding are completed before being shared and answering any queries that the budget holder may have
- Record and log contracts on the contracts register at the direction of the Head of Finance
- Assist with banking of ad hoc cheques received (other than this the Trust operates a cashless policy).

Administration

- Provide any administrative support required by the Head of Finance

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Arbor, E-mail)
- Assist with the creation of reports and finance guidance documents for our schools

Management

- This post does not have any management responsibilities.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Director of Finance to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role;

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Maths & English GCSE or equivalent Grade C and above Good ICT skills 	<ul style="list-style-type: none"> Excel certifications
Experience	<ul style="list-style-type: none"> Experience of working in a Finance role or related field 	<ul style="list-style-type: none"> Experience of using finance systems
Knowledge and skills	<ul style="list-style-type: none"> High degree of accuracy Good working knowledge of spreadsheet IT packages. Ability to manage time effectively to complete tasks to a high level Ability to work both alone and within a team to achieve specified standards Be flexible to changing demands of the post To undertake any training relevant to the role 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies
Personal qualities	<ul style="list-style-type: none"> Good communication skills including written and oral Good team player and self-starter Good organisational skills Ability to create a happy, challenging and effective learning environment A solution-focused mindset and determined “no-excuses” approach to delivering the best service for our schools A personable nature to build effective relationships Ability and keenness to promote the Trust’s positive culture and ethos Understands the importance of confidentiality and discretion 	